

**UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF IOWA**

National Archives and Records Administration  
Requests by Mail or Fax

ACCESSION NUMBER: \_\_\_\_\_  
FRC LOCATION NUMBERS: Row \_\_\_\_\_ Unit \_\_\_\_\_ Shelf \_\_\_\_\_ Position \_\_\_\_\_  
AGENCY BOX NUMBER: \_\_\_\_\_  
CASE FILE NUMBER: \_\_\_\_\_  
CASE FILE NAME: \_\_\_\_\_  
CITY AND STATE WHERE COURT IS LOCATED: DES MOINES, IOWA

The National Archives and Records Administration in Kansas City, MO accepts requests for photocopies of bankruptcy case files and forwards the photocopies to the requestor via first-class mail or by Fax. **Fax requests are accepted for personal, not business or farming, bankruptcy case files.**

**YOU MUST COMPLETE THE FOLLOWING:**

**STEP 1.** Check the option(s) below you are requesting, (A, B or C) indicating if you want certified photocopies. Certification provides you with a form stating that all reproductions are true and correct copies of documents in our custody. Certification does not mean that photocopies are sent by certified mail. We cannot provide certification with fax service. When requesting photocopies by fax, we will fax the records to you for the fees listed below and will mail you the certified photocopies for the additional mail charges.

**A. ☐ The entire contents of the case files. This option includes all documents in the case file.**

**SELECT ONE:**

- ☐ Mail to you: \$35.00 if file is 100 pages or less.
- ☐ Mail to you: \$45.00 with certification if file is 100 pages or less.  
If the file is over 100 pages: \$0.50 per page with certification charges to be determined or we can return the file to the court for your review at the court.
- ☐ Fax to you: \$45.00 if the file has less than 60 pages. (If more then 60 pages, copies are provided through the mail.)
- ☐ Fax to you: \$90.00 with certification if the file is less than 60 pages. Photocopies faxed to you and mailed to you. Certification is sent to you in the mail.

**B. ☐ A package containing commonly requested documents.** This option includes one or more of the documents listed below. Check documents desired. (Some bankruptcy cases may not contain all the documents listed. Direct all questions concerning the contents of a particular file to U.S. Bankruptcy Court, Southern District of Iowa, 515-284-6230.)

**SELECT DOCUMENTS:**

- ☐ Final Decree (and Order of Dismissal or Order of Discharge).
- ☐ Statement of All Liabilities of Debtor including Schedules A1(E), A2(D) and A3(F).
- ☐ Summary of Debts and Property. (Assets.)
- ☐ Trustee's No Asset Report.
- ☐ Debtor's Voluntary Petition.
- ☐ All of the above.

**SELECT ONE:**

- ☐ Mail or Fax: \$10.00
- ☐ Mail with certification: \$20.00
- ☐ Fax with certification: \$30.00. Photocopies faxed to you and mailed to you. Certification is sent to you in the mail.

**C. ☐ Selected documents.** Include a copy of the Docket Sheet for the case file and circle the documents to copy.

- ☐ Mail requests only. Costs determined by the number of pages requested.

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**CASE FILE NUMBER:** \_\_\_\_\_

**YOU MUST COMPLETE THE FOLLOWING:**

**STEP 2.** Print your name, address and phone number. Print you fax number if you requested photocopies via fax.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_  
DAYTIME PHONE NUMBER, INCLUDING AREA CODE \_\_\_\_\_  
FAX PHONE NUMBER, INCLUDING AREA CODE \_\_\_\_\_

If the records are to be transmitted to a fax machine that is not at your location, list the name of the business and a voice phone number we can call in case of transmission problems.

\_\_\_\_\_

**YOU MUST COMPLETE THE FOLLOWING:**

**STEP 3.** Payment may be made by credit card. Credit Card Required for fax requests.

**SELECT ONE:**

- ☐ Visa
- ☐ Master Card
- ☐ Discover
- ☐ American Express
- ☐ Money Order payable to: National Archives Trust Fund
- ☐ Personal pre-printed check payable to: National Archives Trust Fund

CREDIT CARD NUMBER \_\_\_\_\_  
EXPIRATION DATE \_\_\_\_\_

**STEP 4.**

**SELECT ONE:**

- ☐ If you are paying by credit card, you can FAX your request to **816-926-6235**.
- ☐ If you are paying by check or money order, mail your payment and completed from to:  
National Archives and Records Administration  
2312 East Bannister Road  
Kansas City, MO 64131-3011

<b>Mail Requests: There is a 24-hours turn-around period on requests. Files are retrieved the NEXT business day and mailed out via first-class mail that afternoon.</b>
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**If you have questions about any of the procedures, call the Federal Records Center at 816-926-7272 between the hours of 8:00 AM and 4:00 PM Central Time.**